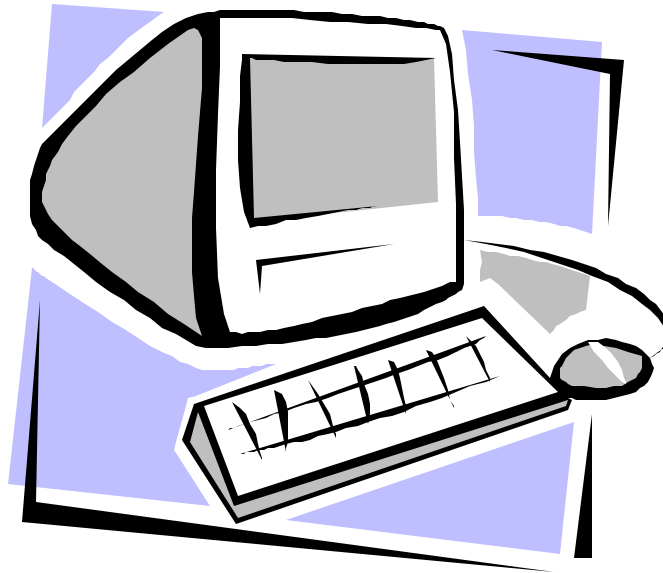


# **REQUEST FOR APPLICATIONS (RFA) #0324-03**

**Government of the District of Columbia  
Office of the Chief Financial Officer  
Office of Research and Analysis**

**District of Columbia Public Schools  
Office of Federal Grants Programs**

## **FY 2003 Enhancing Education Through Technology Competitive Programs**



DCPS invites the submission of applications for funding under the FY 2003 Enhancing Education Through Technology Fund (EETT), a formula grant from the U.S. Department of Education authorized through provisions of Title II, Part D, of the No Child Left Behind (NCLB) Act of 2001.

**Announcement Date: March 19, 2003**

**RFA Release Date: March 24, 2003**

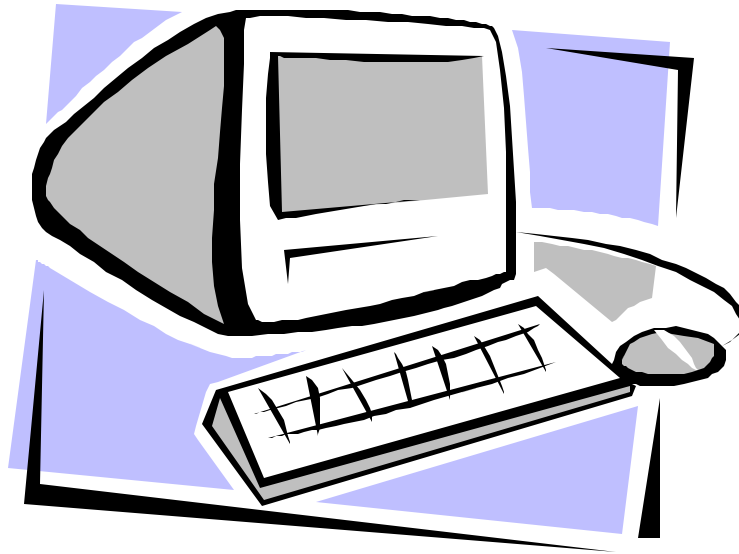
**Application Submission Deadline: May 7, 2003, 5:00 p.m.**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

***FY 2003 Enhancing Education Through  
Technology Competitive Programs***

***N O T I C E***

***PRE-APPLICATION CONFERENCE***



***WHEN:***

***April 8, 2003***

***WHERE:***

***Office of Research and Analysis  
941 North Capitol St., NE  
4<sup>th</sup> Floor, Training Room A  
Washington, DC 20002***

***TIME:***

***3:30 p.m. – 5:00 p.m.***

***CONTACT PERSON:***

***AURORA L. DELESPIN-JONES  
Program Analyst  
(202) 727-7775***

**ATTENDANCE IS STRONGLY ENCOURAGED**



## CHECKLIST FOR APPLICATIONS

- ☐ The applicant organization/entity has responded to all sections of the Request for Application.
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested.
- ☐ The Work Plan form, found in Attachment B, is complete and lists the project activities and the measurable objectives of the project submission.
- ☐ The Program Budget is complete and complies with the Budget forms listed in Attachment C of the RFA. The budget narrative is complete and describes the line items proposed.
- ☐ The application is printed on **8½ by 11-inch paper, double-spaced, on one side, (*the entire document must be double-spaced – including bullet items*) using 12-point type Times New Roman or Courier font, with a minimum of one-inch margins. ORA will not forward applications to the review panel that do not conform to this requirement.**
- ☐ The narrative section is complete and is within the 15-page limit for the RFA submission.
- ☐ **The applicant is submitting the required original and five (5) copies of its application, of the six copies; one must be an original. ORA will not forward the application to the review panel if the applicant fails to submit the required six (6) copies with one of the six-stamped “original”.**
- ☐ The application conforms to the “Application Format” listed in Section VI on page 12 of the RFA. **The review panel will not review applications that do not conform to the application format.**
- ☐ The Certifications and Assurances listed in Attachments D, E and F are complete and contain the requested information.
- ☐ The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- ☐ The application (original and five copies) is submitted to ORA no later than 5:00 p.m., on the deadline date of May 7, 2003.
- ☐ The application is submitted with two original receipts, found in Attachment G, attached to the outside of the envelope or package for ORA’s approval upon receipt.



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**District of Columbia Public Schools  
Office of Federal Grants Programs**

**REQUEST FOR APPLICATIONS (RFA) #0324-03**

**FY 2003 Enhancing Education Through Technology Competitive Grant Program**

**SECTION I GENERAL INFORMATION**

**Background**

In the 1997 appropriations bill for the Elementary and Secondary Education Act, Congress providing funding for a new program known as the Technology Literacy Challenge Fund to serve as a catalyst to ensure that all students were prepared to live and work in an increasingly technological society. In 2001, President George W. Bush signed the No Child Left Behind Act, the reauthorization of the Elementary and Secondary Act. The new legislation continues to provide funding for enhancing the education of students through the use of technology.

The overarching goal of the Educational Technology State Grants Program is to improve student academic achievement through the use of technology. The program is also designed to encourage the effective integration of technology resources and systems with teacher training and professional development to establish research-based instructional models. Each subgrantee under the program is required to use a minimum of 25% of the award for sustained and ongoing professional development. Additionally, the program targets funds primarily to school districts that serve concentrations of poor students.

The program emphasizes using both proven and innovative strategies for the use of technology to support improved curricula, instruction and, ultimately, student achievement. Funding may support Internet connections and services, professional development for teachers, and technology applications. In the new legislation, districts may participate in the Educational Technology State Grants Program by forming partnerships or consortia with other organizations, other districts, universities, and public-private initiatives that have been effectively using technology or have expertise in applying educational technology in instruction.

Districts applying for the Educational Technology State Grants Program must describe how it will use program funds to promote the implementation of technology to improve student academic and teacher effectiveness and how these activities will support the state's technology plan.

The District of Columbia developed a statewide plan for the integration of technology into classroom instruction in 1997. An initial goal of the plan was to ensure that DC schools had Internet access and computer terminals in classrooms. The plan also established quantifiable goals with respect to the amount and type of knowledge children would need about computer technology. Finally, DC's statewide technology plan provided for teachers and administrators to acquire sufficient expertise in technology that would allow them to incorporate technology into both the administration of educational programs and classroom instruction.



In May 2001, the District updated its educational technology plan. It seeks to provide both theoretical and strategical frameworks from which schools and District's central offices can develop operational plans for instituting or expanding educational programs, which prudently and effectively integrate the vast array of technology available.

### **Source of Grant Funding**

Funding is authorized through provisions of Title II, Part D of the No Child Left Behind Act. In addition to Subpart 2 of Part A of the ESEA, the following statutory requirements apply: definitions set out in Section 2403 of the ESEA. The U.S. Department of Education General Administrative Regulations (EDGAR), in particular, Parts 76, 77, 80, 82, 85 and 86, also apply to this program. Information regarding ESEA and EDGAR may be obtained at <http://www.ed.gov>.

### **Eligible Applicants**

Funds may be granted only to school districts serving a majority (more than 40%) of children who are Title I eligible. School districts include the DCPS (LEA) and Public Charter Schools approved for operation in the 2002-2003 school year. Individual District of Columbia Public Schools are not eligible to apply.

### **Grant Awards and Amounts**

The U.S. Department of Education has awarded the District of Columbia approximately one million four hundred sixty two thousand dollars (\$1,462,000) to fund technology education programs. The minimum grant award will be \$50,000 for one year.

### **Award Period**

All grants will be awarded by June 15, 2003. All funds must be obligated by the local educational agency subgrantees by September 30, 2003.

### **Use of Funds**

Recipient of funds under this program shall not use less than 25% of the grant award to provide ongoing, sustained and intensive professional development. Additionally, each LEA may use funds for:

- Developing, adapting, or expanding existing and new applications of technology to support and to enable teachers to increase student academic achievement;
- Funding projects of sufficient size, scope, and quality to improve student learning and, as appropriate, support professional development, and provide administrative support;



- Acquiring connectivity linkages, resources, and services, including the acquisition of hardware and software, for use by teachers, students and school library media personnel in the classroom or in school library media centers, in order to improve student learning by supporting the instructional program offered by each agency to ensure that students in schools will have meaningful access on a regular basis to such linkages, resources and services;
- Providing ongoing and sustained professional development in the integration of advanced technologies, including innovative and emerging technologies into the school curriculum and instruction, particularly the core academic subjects, and using those technologies to create new learning environments and increase student academic achievement. Professional development should be leader-led and can include online instruction, CD Rom, distance learning, and broadcast media i.e. video conferencing;
- Utilizing technology to develop or expand efforts to connect schools and teachers with parents and students to increase parental involvement, communication about curricula, assignments and assessment and to assist parents in understanding the technology being applied to their child's education and how they can reinforce those skills at home;
- Acquiring proven and effective courses and curricula that include integrated technology and are designed to help students meet the challenging state academic content and student achievement standards; and

Acquiring, adapting, expanding, repairing and maintaining existing and new applications of technology, to support a reform effort and to improve student academic achievement, including technology literacy.

### **Contact Person**

Aurora L. Delespin-Jones, Program Analyst  
Office of Research and Analysis  
441 4<sup>th</sup> Street (Judiciary Square) NW, Suite 400 South  
Washington, DC 20001  
(202) 727-7775

### **Explanations to Prospective Grantees**

Any prospective applicant desiring an explanation or interpretation of this announcement should call or write the contact person listed above on or before May 2, 2003.

### **Pre-Application Conference**

A Pre-Application Conference will be held April 8, 2003 from 3:30 p.m. to 5:00 p.m. at 941 North Capitol Street, NE, 4<sup>th</sup> Floor, Training Room A, Washington, DC 20002.





## **SECTION II SUBMISSION OF APPLICATIONS**

### **Application Identification**

A total of six (6) copies of the applications must be submitted in an envelope or package. Attachment A should be affixed to the outside of the envelope or package. Of the six copies, one copy must be an original. **ORA will not forward the application to the review panel if the applicant fails to submit the required six applications.** Telephonic, telegraphic and facsimile submissions **will not be accepted**.

### **Application Submission Date and Time**

Applications are due no later than 5:00 p.m., on May 7, 2003. All applications will be recorded upon receipt. **Applications accepted at or after 5:01 p.m., May 7, 2003, will not be forwarded to the review panel for funding considerations.** Any additions or deletions to an application will not be accepted after the deadline of 5:00 p.m., May 7, 2003. Applicants will not be allowed to assemble materials in the lobby of the Office of Research and Analysis. Applications must be ready for receipt by ORA.

An original and five (5) copies of the application **must be** hand delivered to the following location:

Office of Research and Analysis (ORA)  
441 4<sup>th</sup> Street, (Judiciary Square) NW  
Suite 400 South  
Washington, DC 20001  
Attention: Ms. Aurora L. Delespin-Jones

### **Mail/Courier/Messenger Delivery**

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline, May 7, 2003, at the above location. The Office of Research and Analysis (ORA) will not forward applications arriving via messenger/ courier services, after the posted deadline of 5:00 pm, May 7, 2003, to the review panel. **All packages must be delivered to Suite 400 South and not left in the mailroom by the courier service.**

As a result of the tragedy on September 11, 2001, building management has implemented New Security Procedures for the delivery of applications to our office. Please follow the procedures below to ensure that your applications are delivered to ORA efficiently and on time. Applicants should allow at least one-hour **before the 5:00pm deadline to clear the security checkpoints.**

1. Enter through the rear of the building at the loading dock.
2. Mailroom Security may pre-screen application packages.
3. The applicant will be directed to Suite 400 South.
4. **ORA Staff** will accept and sign for application packages (only).

**NOTE: ORA will not accept responsibility for delays in the delivery of applications to the 4th Floor, Suite 400 South.**



### **SECTION III     GENERAL GRANT PROVISIONS**

#### **Payments**

The District shall make payments upon execution of a Grant Award Agreement with the subgrantee. The subgrantee will be paid pursuant to the subgrant agreement.

#### **Audits**

At any time or times before final payment and three (3) years thereafter, the District may have the grantee's expenditure statements and source documentation audited.

#### **Certifications and Assurances**

Applicants shall complete and return with the application the information requested in Attachments D, E and F.



## **SECTION IV     PROGRAM SCOPE**

Each Local Educational Agency requesting funding under this grant shall submit an application, consistent with the objectives of the systemic statewide plan. In its application, the applicant shall be responsible for:

1. Including a strategic, long-range (three-to-five-year) plan that includes:
  - A A description of the type of technologies to be acquired, including specific provisions for interoperability among components of such technologies and, to the extent practicable, with existing technologies;
  - B An explanation of how the acquired technologies will be integrated into the curriculum to help the local educational agency enhance teaching, training, and student achievement;
  - C An explanation of how the program will be developed in collaboration with existing adult literacy services providers to maximize the use of such technologies;
  - D
    - (i) A description of how the local educational agency will ensure ongoing, sustained professional development for teachers, administrators, and school library media personnel served by the local educational agency to further the use of technology in the classroom or library media center, including online instruction, CD Rom and distance learning opportunities; and
    - (ii) A list of the sources of ongoing training, and technical assistance available to schools, teachers and administrators served by the local educational agency, such as state technology offices, intermediate educational support units, regional educational laboratories or institutions of higher education;
  - E A description of the supporting resources, such as services, software and print resources, which will be acquired to ensure successful and effective use of technologies acquired under this section;
  - F The projected timetable for implementing the plan in schools;
  - G The projected cost of technologies to be acquired and related expenses needed to implement the plan; and
  - H A description of how the local educational agency will coordinate the technology provided pursuant to this subpart with other grant funds available for technology from state and local sources.



2. Describing how the acquired instructional-based technologies will help the local educational agency:
  - A Promote equity in education in order to support state content standards and state student performance standards that may be developed; and
  - B Provide access for teachers, parents and students to the best teaching practices and curriculum resource through technology.
3. Describing a process for the ongoing evaluation of how technologies acquired under this section:
  - A Will be integrated into the school curriculum; and
  - B Will affect student achievement and progress toward meeting the National Education Goals and any challenging State content and State student performance standards that may be developed.
4. Providing assurances that the grant funds provided under this RFA shall supplement, not supplant, state and local funds.

### **Formation of Consortia**

A local educational agency for any fiscal year may apply for financial assistance as part of a consortium with other local educational agencies, institutions of higher education, intermediate educational units, libraries, or other educational entities appropriate to provide local programs.

### **Coordination of Application Requirements**

If a local educational agency submitting an application has already developed a comprehensive education improvement plan, in conjunction with requirements under EETCP or the Goals 2000: Educate America Act, the State educational agency may approve the plan, or a component of the plan, if the State educational agency determines that such approval would further the purposes of this program.

Applicants submitting an application for funding must address program components and for each one indicate how they relate to the District of Columbia's State Technology Plan. Excerpts from the DC State Technology Plan are published on the DC Public Schools website <http://www.k12.dc.us>. A full text version of the plan is available in the reference section of the Martin Luther King Jr. Public Library at 901 G Street, N.W. For more information call (202) 727-1111.



## **Evaluation**

The local education agency applicant must provide for an evaluation of the progress achieved by the use of grant funds. The evaluation must contain specific outcomes, e.g., differences in student achievement levels, results of student performance on other tests that measure competence on software systems, or documented and measurable changes in classroom practices. Each applicant must describe its plans for achieving program goals, what significant benchmarks will be accomplished, and how the program will be monitored at key points. Grants awarded under the EETT are subject to requirements of the Government Performance Review Act. Evaluation standards are available by contacting the U.S. Department of Education (<http://www.ed.gov>).

## **Utilization of Resources**

Each LEA must describe its plans to leverage other resources from partners, vendors, and service providers to sustain and further develop operations beyond the grant period.



## **SECTION V REVIEW AND SELECTION OF APPLICATIONS**

### **Review Panel**

The review panel for this RFA is composed of neutral, qualified, professional individuals who have been selected for their unique qualifications in the elementary and secondary education fields. The review panel will score and rank the applications, and when the review panel has completed its review, the panel shall make recommendations for awards based on the scoring process. The District of Columbia Public Schools State Education Agency (DCPS-SEA) shall make the final funding determinations.

### **Scoring Criteria**

All applicants responding to this Request for Application shall be evaluated against the following criteria. Applications may earn up to 100 points.

**Statement of Need (15 Points)** – Applicants must demonstrate that they have identified specific needs of their students and teachers in the area of technology. When selecting information technology resources, educators are encouraged to consider the following: developmental needs of elementary, middle school and high school students; diverse learning styles and multiple intelligences; exceptional abilities and aptitudes; and special needs populations.

**Goals (20 Points)**- The goals should be stated in a manner that is measurable and unambiguous. Ideally, this should be presented in tabular form and should reflect plans presented in the design. Goals should have positive and long-term impacts on student achievement.

**Strategies (25 Points)** – The strategies should be consistent with the President's four goals and with the DC State Technology Plan. Strategies should be based on best practices, on research-based findings, or citations from studies of similar populations.

**Evaluation (25 Points)**- All applicants are required to establish performance indicators as part of their plans and to report to the public on their progress annually. Local education agencies are required to describe a process for the ongoing evaluation of how the technology acquired will be integrated into improving school curriculum and increasing student achievement. The Government Performance and Results Act (GPRA) applies.

**Budget/Budget Narrative (15 Points)** – Description of the costs for all proposed activities according to category of expenditure should be provided here. This section should say exactly what will be purchased, where it will be installed, and who the intended users are. Applicants should complete the Budget forms in Attachment C.



### **Decision on Awards**

The recommendations of the review panel are advisory only and not binding on the State. The final decision on awards rests solely with the DCPS-SEA. After reviewing the recommendations of the panel and any other information considered relevant, the DCPS-SEA shall make the decisions on which applications to award funds and the amounts to be funded.

In compliance with the provisions of NCLB, Section 2412(b)(1)(B), the SEA will give priority to applications submitted by eligible local educational agencies that also applied for Title II, Part D Formula grant funds under the NCLB Consolidated LEA Application.



## SECTION VI APPLICATION FORMAT

### Description of Application Sections

Applicants should include all information needed to adequately describe their proposed program. Each submitted application must contain the following sections in this order. The purpose and content of each section is described below.

- Applicant Profile (See Attachment A)
- Table of Contents
- Project Summary (1-2 Pages)
- Narrative Section (10 pages)
- Letter(s) of Support
- General Education Provisions Act (GEPA) Statement
- Work Plan (See Attachment B)
- Budget Information (See Attachment C)
- Certifications and Assurances (See Attachments D, E and F)
- Appendices (Resumes, Organizational Chart, Position Descriptions)

The number of pages designated for each section is a recommendation. Applicants should feel free to complete any one section in less or more pages than recommended. However, the maximum number of pages for the total Narrative Section **cannot exceed 15 double-spaced pages on 8½ by 11-inch paper, double-spaced, on one side, (the entire document must be double-spaced – including bullet items) using 12-point type Times New Roman or Courier font, with a minimum of one-inch margins. ORA will not forward applications to the review panel that do not conform to this requirement.**

### Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

### Project Summary

This section should provide a summary overview of the applicant's total grant application. The applicant should highlight exemplary aspects of the proposed program and relate these to the selection criteria.





## **Narrative Section**

This section of the application should contain the program narrative that justifies and describes the program to be implemented.

## **GEPA Statement**

Section 427 of the Department of Education's General Education Provisions Act (GEPA) requires all local school districts and other eligible applicants to include in their applications for funding a description of the steps they propose to take to ensure equitable access to, and participation in, its federally assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on its specific circumstances, each applicant should determine whether these or other barriers might prevent students or teachers from such access to, or participation in, the federally funded project or activity. The description in the application of steps to be taken to overcome these barriers need not be lengthy; the LEA may provide a clear and succinct description of how it plans to address those barriers that are applicable to its circumstances.

## **Work Plan**

This section shall list task activities, responsibilities and timelines for accomplishing the stated objectives. Key activities must be identified and incorporated in the Work Plan. The applicant schools shall use the Work Plan format listed in Attachment B.

## **Budget Information/Purchased Services**

Developing a detailed budget is the last step in the application submission. The Standard Budget and the Purchased Services forms are listed in Attachment C.

## **Appendices**

This section should provide backup information for more details regarding the application submission.

## **SECTION VII LIST OF ATTACHMENTS**

Attachment A	Applicant Profile
Attachment B	Work Plan
Attachment C	Budget Information
Attachment D	Certifications
Attachment E	Assurances
Attachment F	Assurances
Attachment G	Receipt Form



## **SECTION VIII      LIST OF GUIDANCE DOCUMENTS**

The following resources provide additional information that may be helpful in preparing a Application in response to this RFA.

Information about the Elementary and Secondary Education Act (ESEA) and the Education Department General Administrative Regulations (EDGAR) can be found on <http://www.ed.gov>.

There are several free publications about computer technology in the classroom that may contain helpful information. Some include:

Valdez, Gilbert, Mary McNabb, Mary Foertisch, Mary Anderson, Mark Hawkes, and Lenaya Raack. (1999). *Computer-Based Technology and Learning: Evolving Uses and Expectations*. Oak Brook, Illinois: North Central Regional Educational Laboratory.

International Society for Technology in Education (2000). *National Educational Technology Standards for Students: Connecting Curriculum and Technology*. Washington, DC: U.S. Department of Education.

North Central Regional Educational Laboratory (1998). *Technology Connections for School Improvement*. Washington, DC: U.S. Department of Education.

U.S. Department of Education (1998). *An Educator's Guide to Evaluating the Use of Technology in Schools and Classrooms*. Washington, DC: GPO.

**ATTACHMENT A**

*Enhancing Education Through Technology Competitive Program*

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**District of Columbia Public Schools  
Office of Federal Grants Programs**

**FY 2003 Enhancing Education Through Technology Competitive Program  
RFA #0324-03**

**Applicant Profile**

**Applicant Name:** \_\_\_\_\_

**Office Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone/fax:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Amount Requested:** \_\_\_\_\_

**If previously funded:    Amount Received \$**\_\_\_\_\_

**School Level:**

- ☐ Elementary
- ☐ Middle
- ☐ Junior High
- ☐ High School
- ☐ Other

## ATTACHMENT B

### *Enhancing Education Through Technology Competitive Program*



## Work Plan

Use this chart to summarize the first year activities and services described in the narrative.

Measurable Objectives and Approaches/Activities	Timeframe	Person Responsible
Objective:		
Activities:		
Objective:		
Activities:		
Objective:		
Activities:		
Objective:		
Activities:		

**ATTACHMENT C***Enhancing Education Through Technology Competitive Program*
**I. BUDGET INFORMATION – ENHANCING EDUCATION THROUGH TECHNOLOGY  
COMPETITIVE PROGRAM**
**SCHOOL LEVEL BUDGET SUMMARY**

Function	Object	Federal EETCP Funds	Other Federal Funds	Local Funds	Budget Revision
Administration	Salaries				
	Fringe Benefits				
	Purchased Services Itemize in Section II				
	Non-Capital Objects				
	Capital Objects				
	Insurance & Judgements				
	Total Administration				
Instruction	Salaries				
	Fringe Benefits				
	Purchased Services Itemize in Section II				
	Non-Capital Objects				
	Capital Objects				
	Insurance & Judgements				
	Total Instruction				
Other Support Services	Salaries				
	Fringe Benefits				
	Purchased Services Itemize in Section II				
	Non-Capital Objects				
	Capital Objects				
	Insurance & Judgements				
	Total Support Services				
<b>TOTAL BUDGET</b>					
For DPI use	TOTAL	Initial Submission		Date Approved	
	EETCP Funds Approved	Budget Revision		Date Approved	

## ATTACHMENT C

*Enhancing Education Through Technology Competitive Program*



### II. PURCHASED SERVICES

A. Item Name Includes all items budgeted under Purchased Service Classification, e.g., consultant, travel, printing, postage, telephone.	B. Unit Cost	C. Total Cost



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of the Chief Financial Officer**



**Certifications Regarding  
Lobbying; Debarment, Suspension and Other Responsibility  
Matters; and Drug-Free Workplace Requirements**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code. and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - III, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.



## **2. Debarment, Suspension, And Other Responsibility Matters (Direct Recipient)**

**As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—**

### **A. The applicant certifies that it and its principals:**

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;**
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;**
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and**
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and**
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.**

## **1. Drug-Free Workplace (Grantees Other Than Individuals)**

**As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—**

### **A. The applicant certifies that it will or will continue to provide a drug-free workplace by:**

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition;**
- (d) Establishing an on-going drug-free awareness program to inform employees about—**
  - (1) The dangers of drug abuse in the workplace;**
  - (2) The applicant's policy of maintaining a drug-free workplace;**





- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and**
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.**
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);**
- (d) NotiFYing the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—**
  - (1) Abide by the terms of the statement; and**
  - (2) NotiFY the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.**
- (e) NotiFYing the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: DCPS State Education Agency, DCPS, 825 N. Capitol St., NE, 8<sup>th</sup> floor, Washington, DC 20002. Notice shall include the identification number(s) of each effected grant;**
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—**
  - (1) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or**
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;**
  - (3) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (1), (c), (d), (e) and (f).**
- B. The applicant may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:**

**Place of Performance (Street address, city, county, state, zip code)**

**Drug-Free Workplace (Grantees who are Individuals)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for grantees as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:

DCPS State Education Agency, DCPS, 825 N. Capitol St., NE, 8<sup>th</sup> floor, Washington, DC 20002.

**As the duly authorized representative of the applications,  
I hereby certiFY that the applicant will comply with the above certifications.**

**1. Grantee Name and Address**

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**2. Application Number and/or Project Name**

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**3. Grantee IRS/Vendor Number**

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**4. Typed Name and Title of Authorized Representative**

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**5. Signature**

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**6. Date**



## ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Application assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.)
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA), list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.



9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase “Federal Financial Assistance”, includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IIX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348), dated October 19, 1982, (16 USC 3501 et. seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

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Signature

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Date



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**REQUIRED ASSURANCES**

The Local Educational Agency (LEA) hereby certifies the following assurances in regard to the Technology Literacy Challenge Fund.

- a. As applicable, the assurances as specified in OMB No 348-0040 relating to legal authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards; wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all Federal laws, executive orders and regulations.
- b. Certifications regarding lobbying, debarment/suspension/responsibility status, and drug free workplace.
- c. The debarment/suspension/responsibility assurance required from sub-grantees as specified in ED Form 80-0014.

The LEA further agrees to:

- The certification of Education Department General Administrative Regulations (EDGAR) 76.104, relating to State eligibility to participate in this program and compatibility of this application with State law;
- The assurances specified in section 441 of the General Education Provisions Act (GEPA);
- The Assurances set forth in Public Law 107-110, Title II, Part D;
- All program requirements of Public law 107-110, Title II, Part D;
- All other applicable requirements and assurances of the Elementary and Secondary Education Act, including those set out in Title IX of that statute.

Name of Applicant (State Educational Agency)	Project Name
Printed Name and Title of Authorized Representative of the State Educational Agency	
Signature	Date:



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**OFFICE OF RESEARCH AND ANALYSIS  
COMPETITIVE SERVICES  
441 4<sup>TH</sup> STREET (Judiciary Square), NW, SUITE 400 SOUTH  
WASHINGTON, DC 20001**

**District of Columbia Public Schools  
Office of Federal Grants Program  
FY 2003 Enhancing Education Through Technology Competitive Grant Program  
RFA #0324-03**

THE OFFICE OF RESEARCH AND ANALYSIS (ORA) IS IN RECEIPT OF

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**(Contact Name/Please Print Clearly)**

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**(Organization Name)**

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**(Address, City, State, Zip Code)**

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**(Phone/Fax)**

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**(Program Title)**

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**(Amount Requested)**

**ORA USE ONLY**

Please Indicate Time:

APPLICATION and \_\_\_\_\_ COPIES.

RECEIVED ON THIS DATE. \_\_\_\_ ✕ \_\_\_\_ ✕ \_\_\_\_ 2003

Received by: \_\_\_\_\_

**APPLICATIONS ACCEPTED AFTER 5:00 PM  
WILL NOT BE FORWARDED TO THE REVIEW PANEL**